

OPERATIONS MANUAL

Revised 06/2017

**Southern Association
for Counselor
Education and
Supervision**



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VISION, MISSION, AND GOALS

VISION

The Southern Association for Counselor Education and Supervision (SACES) cultivates an inclusive community of counselor educators and supervisors who develop leaders and counselors committed to professional advocacy and dedicated to client equity and well-being

MISSION

The mission is to empower and support diverse counselor educators and supervisors in scholarship, advocacy, community, education, and supervision.

GOALS

Our goals support the development of counselor educators and supervisors in order to promote:

1. **Scholarship** - encourage, support, and recognize a diverse range of scholarship and research
2. **Advocacy** - advocate for the profession and inspire a commitment to social justice
3. **Community** - promote connection, leadership, and service within the profession
4. **Education** - foster best practices in teaching and professional development
5. **Supervision** – advance the theory and practice of counselor supervision

GEOGRAPHICAL MEMBERSHIP

All ACES members who reside in the following states will automatically be members of SACES:

Alabama	Louisiana	Tennessee
Arkansas	Maryland	Texas
Florida	Mississippi	Virginia
Georgia	North Carolina	West Virginia
Kentucky	South Carolina	

ACES members residing outside of the region may join SACES by paying established regional dues through ACES.

ORGANIZATIONAL DEFINITIONS AND STRUCTURE

The Bylaws include comprehensive definitions regarding SACES organizational structure. The following table contains a summary snapshot of governance

	Composition	Purpose
Executive Committee	President, President-Elect, Immediate Past-President, Secretary, Treasurer	conducts and manages SACES business
Advisory Council of State Presidents	All presidents of State Divisions (or their designee)	provides consultation, leadership recommendations, communication
General Assembly	All members attending annual meeting or special session	ratifies, modifies, or negates actions of the executive committee
Awards Committee^B	Chair (one-year term renewable twice) and 2-3 members appointed by chair	oversees and coordinates the invitation for, review of, and selection of recipients for awards
Budget and Finance^B	Chaired by Treasurer ^B ; members appointed by Treasurer or President	prepares and presents the annual budget
Bylaws and Resolutions^B	Chaired by Past-President; secretary serves as member; members appointed by chair	receives proposals for amending the Bylaws; processes resolutions
Conference (Convention)^B	Program and site chair, President, President-Elect, Past-President, and others as appointed by President	reviews and determines programs; coordinates all arrangements for the biennial conference
Graduate Student^B	Chaired by Graduate Student Representative	encouraging and supporting graduate students, communicating needs to Executive Committee
Social Media (Social)^B	Chair appointed by President	oversees and coordinates publications and media projects
Membership^B	Chair appointed by President	promotes SACES membership
Nominations & Elections^B	Chaired by Immediate Past-President ^B ; members appointed by chair	carries out nominations and elections for SACES and ACES ballots
Special	May be appointed by President	as needed

Committees	for up to two years ^B	
Interest networks^B	Chairs serve one year with opportunity for reappointment ^B	as authorized by Executive Committee
Graduate Student Representative	Appointed by President in Consultation with EC	observes and contributes to EC meetings, chairs Graduate Student Committee
Newsletter Editors	Appointed by the President; typically serve a three-year term	manages production and distribution of three issues of newsletter per year
Webmaster	Chair appointed by the President	manages website content under advisement of the EC; manages email distribution to members
Research and Practice Grants	Chaired by Immediate Past-President ^B ; reviewers selected by chair	oversees and coordinates the invitation for, review of, and selection of research and practice grants
Emerging Leaders Committee	Chaired by Immediate Past-PP; reviewers and program chairs selected by chair	oversees and coordinates the invitation for, review of, and selection of emerging leaders; offers or delegates program leadership

(^B indicates required per bylaws)

LEADERSHIP ROLES & RESPONSIBILITIES

The following pages include roles, responsibilities, and operational considerations for SACES elected and appointed leaders. These responsibilities always include those specified in the Bylaws; in most cases, responsibilities go beyond Bylaws specifications.

PRESIDENT

Duties and Responsibilities Per Bylaws

1. Serve as chief executive officer of the association
2. Chair Executive Committee
3. Serve as ex-officio member of all committees
4. Serve as voting member on ACES Governing Council
5. Communicate with SACES membership on ongoing basis

Meeting Participation

1. Plan and chair SACES Executive Committee Annual Strategic Planning meetings (typically held in person each January)
2. Plan and chair Executive Committee meetings (held virtually each month)
3. Plan and chair SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Plan and chair SACES meeting during ACA Convention (each spring)
5. Represent SACES as voting member in ACES Governing Council Meetings (typically held June before term start, at ACES biennial convention in the fall, and each spring in conjunction with the ACA Convention)

Additional Duties

1. Communicate with Committees and Interest Networks, including issuing charges, facilitating Annual Plans and Annual Reports, and providing ongoing support
2. Facilitate selection and mentorship of ACES Nominee for Graduate Student Representative and SACES Graduate Student Representative
3. Provide written reports for each issue of the SACES newsletter
4. Provide written and oral reports to General Assembly
5. Provide written reports to the ACES President and Governing Council
6. Write annual organization report (typically by 6/1 each year)
7. Submit final officer report of activities and recommendations (typically by 5/1)
8. Conference planning
 - a. Participate in Site Visits (for selection or planning, depending on year)
 - b. Chair conference committee (if conference during year)
 - c. Co-chair site logistics (if conference during year)

PRESIDENT-ELECT

Duties and Responsibilities per Bylaws

1. Serve on Executive Committee
2. If applicable, Chair Conference Program Committee (beginning as President-Elect-Elect)
3. Appoint chairpersons and members of committees and interest networks who will serve during term as President
4. Act as President in absence of President
5. Serve as nonvoting member on ACES Governing Council

Meeting Participation

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring)
5. Represent SACES as nonvoting member in ACES Governing Council Meetings (typically held June before term start, at ACES biennial convention in the fall, and each spring in conjunction with the ACA Convention)

Additional Duties

1. Provide written and oral reports to General Assembly
2. Provide written reports to the ACES President and Governing Council
3. If requested, provide written reports for each issue of the SACES newsletter
4. Submit final officer report of activities and recommendations (typically by 5/1)
5. Conference planning
 - a. Participate in Site Visits (for selection or planning, depending on year)
 - b. Serve on conference committee (if conference during year)
 - c. Chair or co-chair program committee (if conference during year; requires service before official term begins)
 - d. Appoint conference committee (if conference not during year)

IMMEDIATE PAST-PRESIDENT

Duties and Responsibilities per Bylaws

1. Serve on Executive Committee
2. Chair Nominations & Elections Committee
3. Chair Research & Practice Grants Committee

Meeting Participation

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (typically held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

Additional Duties

1. Chair Bylaws and Resolutions Committee
2. Serve as historian and advisor to Executive Committee
3. Update Operations Manual at the end of term
4. As requested, provide written and oral reports to General Assembly
5. Submit final officer report of activities and recommendations (typically by 5/1)
6. Conference planning
 - a. Serve on conference committee (if conference during year)
 - b. Chair Emerging Leaders Committee; delegate and mentor chairs for emerging leaders program (if conference during year)
 - c. Mentor program chair (if conference during year)
 - d. Mentor site chair (if conference not during year; requires service after conclusion of official term)

SECRETARY

Duties and Responsibilities per Bylaws

1. Keep minutes of all Executive Committee and General Assembly members
2. Monitor and update contact information for State ACES Presidents

Meeting Participation

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

Additional Duties

1. Serve on Bylaws and Resolutions Committee
2. Submit final officer report of activities and recommendations (typically by 5/1)
3. Provide reports as requested

TREASURER

Duties and Responsibilities per Bylaws

1. Collaborate with ACES Treasurer and SACES Executive Committee to develop an annual operational budget
2. Collaborate with ACES Conference Coordinator and SACES Executive Committee to develop a regional conference budget
3. Collect all invoices for regional expenses and forward them to ACES Treasurer
4. Review regional revenue and expenses and submit annual report to SACES Executive Committee.
5. Chair Budget and Finance Committee

Meeting Participation

1. Participate in SACES Executive Committee Annual Planning (typically held in person each January)
2. Participate in ongoing Executive Committee meetings (held virtually each month)
3. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
4. Participate in SACES meeting during ACA Convention (each spring, as possible)

Additional Duties

1. Conference Planning related to budgets, income, and expense planning
2. Submit the annual conference budget to ACES (typically by Jan 1st each year)
3. Submit the annual operational budget to ACES (typically by May 1st each year)
4. Provide written and oral reports to General Assembly
5. Submit final officer report of activities and recommendations (typically by 5/1)
6. Create annual Treasurer's report to be posted on SACES website

GRADUATE STUDENT REPRESENTATIVE (GSR)

Selection

The GSR will be selected annually in conjunction with the selection process for the ACES GSR. Typically, the President will solicit nominations, and the Executive Committee will select a nominee and an alternate to move forward in the process.

- If the nominee is selected for ACES, the alternate will serve as SACES GSR
- If the nominee is not selected for ACES, she or he will serve as SACES GSR

Duties and Responsibilities

1. Represent interests and perspectives of graduate student members
2. Participate as non-voting member in SACES Executive Committee Annual Planning meetings (typically held in person each January)
3. Participate as non-voting member in ongoing Executive Committee meetings (held virtually each month)
4. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall)
5. Participate in SACES meeting during ACA Convention (each spring, as possible)
6. Chair Graduate Student Committee
7. Coordinate First Timer Conference Attendee Event and/or other conference events (if conference during year)
8. Submit final report of activities and recommendations (typically by 5/1)

COMMITTEES & FUNCTIONS

The following pages include information regarding committee and workgroup functions including general responsibilities and charges, committee composition, and operational procedures.

Standing Committees included in this section are:

1. Awards
2. Budget and Finance
3. Bylaws and Resolutions
4. Conference (Convention)
5. Graduate Student
6. Social Media (Media)
7. Membership
8. Nominations & Elections

Additional Functions

9. Research & Practice Grants
10. Emerging Leaders
11. Newsletter
12. Webmaster

All committees must submit annual plans and reports as designated in the General Operational Procedures portion of this manual.

Committees should refer to master SACES calendar to exemplar dates and deadlines.

AWARDS COMMITTEE

General Responsibilities and Charges

The Awards Committee oversees and coordinates the invitation for, review of, and selection of the recipients for all awards given by the Association. This includes preparation of announcements calling for nominations, monitoring of awards criteria, carrying out all responsibilities associated with the annual determination of awardees, and making periodic reports to the Executive Committee and General Assembly with respect to new awards, amended criteria, and elimination of various awards.

Committee Composition

1. The chair is appointed for a one-year term (renewable two times)
2. The chair should appoint additional committee members

Operational Procedures

1. Issue call for nominations and reviewers through official SACES communication channels
2. Facilitate committee review of awards nominations
3. Present slate of award recipients to Executive Committee for approval
4. Notify nominees regarding award status
5. Develop annual awards program, including writing script and ordering plaques
6. Submit annual plans and reports as designated in General Organizational Procedures

BUDGET AND FINANCE COMMITTEE

General Responsibilities and Charges

The Budget and Finance Committee is responsible for preparation and presentation of the annual budget. It also carries out such other activities as may be assigned by the Executive Committee or President.

Committee Composition

1. The Treasurer chairs this committee
2. The Treasurer and/or President may appoint members of the committee

Operational Procedures

1. Submit annual plans and reports as designated in General Organizational Procedures

BYLAWS AND RESOLUTIONS COMMITTEE

General Responsibilities and Charges

1. Receives and processes proposed amendments to Bylaws in adherence with Bylaws
2. Receives and proposes resolutions submitted to SACES or other organizational leadership

Committee Composition

1. The Past-President chairs this committee
2. The Secretary serves on this committee
3. The Chair may appoint other members as needed

Operational Procedures

1. Submit annual plans and reports as designated in General Organizational Procedures

CONFERENCE (CONVENTION) COMMITTEE

General Responsibilities and Charges

The Conference Committee is responsible for the review and determination of programs and arrangements for the biennial convention. The committee also is responsible for the development and monitoring of criteria for program selection as well as suggestions for program innovations, format improvements, and site selection.

Committee Composition

Role	Duties	Leadership & Mentors
Conference Co-Chairs	Oversee all site-related logistics including meals and receptions (Oct-following Nov)	President, co-chair Appointed, co-chair Past-past-pres, mentor
Program Co-Chairs	Issue call for proposals and reviewers, select and schedule programs, create conference program book (Dec-Oct)	President-elect, co-chair Appointed, co-chair Past-pres, mentor
Registration Co-Coordinators	Announce deadlines, address member questions, manage registrations, prepare name tags and meal tickets, and oversee the onsite registration booth during the conference (May-Oct)	Appointed, co-coordinators Treasurer, mentor
Site Coordinator	Typically from the conference site area, serves as the local liaison to assist conference chair with resources including projectors and screens for the conference, provide overview of local transportation and things to do, assist in identifying beneficiary for the empty plate donation, and other duties as directed by the President (May-Oct)	Appointed, coordinator President, mentor
Sponsor & Exhibits Coordinator	Market sponsor/exhibitor packages, coordinate advertisements for the program with the Conference Program Coordinator, ensure tables are set up for exhibitors, manage the sponsor/exhibitor relations (May-Oct)	Appointed, coordinator President, mentor
Volunteer	Identify volunteers, communicate	Appointed, co-coordinators

Co-Coordinator	expectations and shifts to volunteers, cover and monitor volunteer assignments during the conference (e.g., registration booth, sessions, luncheon/receptions, etc.; Aug-Oct)	Conference co-chairs, mentor
Continuing Education Coordinator	develop and oversee the process for tracking and providing CEU certificates to members who attend (Aug-Dec)	Appointed, coordinator Program co-chairs, mentor
Career Connection Co-Coordinator	responsible for the employer-employee relations postings (e.g., job openings and candidate resumes) and events during the conference (Aug-Oct)	Appointed, co-chairs President, Mentor
Emerging Leaders Coordinator	issue call for emerging leaders, select and notify leaders, delegate or facilitate emerging leaders workshop (May-Oct)	Past-Pres, chair
Graduate Student Representative	plan First Timers conference event and/or other graduate student events, assist Volunteer Coordinators with securing graduate student volunteers (May-Oct)	Graduate Student Rep President, mentor
Treasurer	create and implement conference budget; ensure invoices are paid and refunds are made; monitor registration and sponsorship income	Treasurer
Accessibility Coordinator	coordinate requests for accommodations; recruit, assign and communicate with volunteers who provide accommodations	Appointed, coordinator President, mentor
Photographers	document conference events for social media and newsletter	Social Media Committee Chair

Operational Procedures

1. See Conference Operations Manual

GRADUATE STUDENT COMMITTEE

General Responsibilities and Charges

The Graduate Student Committee is charged with encouraging graduate students in counselor education and counselor supervision to join and participate in SACES, assisting in the development of student organizations within SACES, and communicating the concerns and needs of graduate students to the Executive Committee and General Assembly.

Committee Composition

1. Chaired by current Graduate Student Representative

Operational Procedures

1. Submit annual plans and reports as designated in General Organizational Procedures

SOCIAL MEDIA (MEDIA) COMMITTEE

General Responsibilities and Charges

The (Social) Media Committee oversees and coordinates publications and media projects of the Association with the approval of the Executive Committee.

Committee Composition

1. Chair is appointed by the incoming president for a one-year renewable term

Operational Procedures

1. Submit annual plans and reports as designated in General Organizational Procedures
2. The Chair and/or other members typically manage SACES social media presence (e.g., Facebook)
3. The Chair and/or other members typically serve as photographer for the SACES Conference during conference years

MEMBERSHIP COMMITTEE

General Responsibilities and Charges

The Membership Committee actively promotes SACES membership. The Chair is responsible for receiving monthly membership lists from ACES and working with the webmaster to update the SACES email distribution list. As appropriate, the membership committee may also undertake efforts (e.g., surveys, focus groups) to understand member needs/interests and make recommendations to the Executive Committee.

Committee Composition

1. Chair is appointed by the incoming president for a one-year renewable term

Operational Procedures

1. Submit annual plans and reports as designated in General Organizational Procedures
2. Monitor monthly membership lists and work with webmaster or update email distribution list and member database

NOMINATIONS AND ELECTIONS COMMITTEE

General Responsibilities and Charges

The Nominations and Elections Committee is responsible for carrying out nominations and elections for both the SACES and ACES ballots in accordance with Bylaws.

Committee Composition

1. Chaired by Immediate Past-President
2. Chair appoints 2-3 committee members

Operational Procedures

1. Issue call for nominations for President-Elect and Secretary through official SACES communication channels and in contact with Advisory Council of State Presidents
2. Prepare official slate of nominees for approval by Executive Committee
3. Present slate of nominees to membership at least 30 days in advance of the SACES or ACES conference
4. Coordinate voting in accordance with Bylaws
5. Notify candidates and EC of election status prior to public announcement
6. Report election results to membership via oral and written reports
7. Select SACES nominees for ACES President-Elect and Secretary-Elect
8. Report procedures and results to Executive Committee and General Assembly

RESEARCH & PRACTICE GRANTS COMMITTEE

General Responsibilities and Charges

The Research & Practice grants selection committee is responsible for developing and implementing annual SACES research grants.

Committee Composition

1. Chaired by Immediate Past-President
2. Additional 2-3 members appointed by the Chair

Operational Procedures

1. Issue call for research proposals and reviewers through official SACES communication channels
2. Facilitate proposal reviews
3. Select proposals based on merit and appropriateness to SACES vision, mission, and goals
4. Present slate of grant recipients to Executive Committee for approval
5. Notify candidates of grant award status
6. Present awards during SACES or ACES General Assembly Meetings
7. Prepare report for SACES Newsletter

EMERGING LEADERS COMMITTEE (Conference Years Only)

General Responsibilities and Charges

Facilitate recruitment and selection of Emerging Leaders. Provide Emerging Leaders Pre-Conference event at SACES biennial conference.

Committee Composition

1. Chaired by immediate past-president
2. Reviewers appointed by chair
3. Workshop leaders delegated/appointed by chair

Operational Procedures

1. Issue call for emerging leaders through official SACES communication channels
2. Facilitate application reviews
3. Select emerging leaders based on merit and appropriateness to SACES vision, mission, and goals
4. Present slate of emerging leaders to Executive Committee for approval
5. Notify candidates of application status
6. Plan logistics (e.g., food, setup, workshop leaders) Emerging Leaders training at SACES conference
7. Chair must submit annual plans and reports as designated in General Organizational Procedures

NEWSLETTER EDITOR(S)

General Responsibilities and Charges

Manage the production of three issues of the newsletter per year.

Committee Composition

1. Editor(s) appointed by President, typically for 3-year term
2. Editor(s) typically appoint a Graduate Student Editor to serve a 1-year term

Operational Procedures

1. Submit annual plans and reports as designated in General Organizational Procedures
2. Solicit calls for submissions in early fall, spring, and summer semesters
3. Solicit reports from President and other leadership as needed (PP, PE, IN chairs, Committees, etc.)
4. Communicate with authors regarding status of submissions
5. Develop newsletter issues and submit to President for review
6. Disseminate approved newsletter to SACES membership via email distribution, website, and CESNET in fall, spring, and summer semesters

WEBMASTER

General Responsibilities and Charges

Maintain and update the website, post newsletters or other updates on the newsfeed, update the member database, and send out listserv emails as directed by the Executive Council.

Committee Composition

1. Appointed by incoming President for renewable term
2. Mentored by the Secretary or applicable Executive Committee member

Operational Procedures

1. Conduct an annual review of the website to update webpages as needed (e.g., deadlines, conference dates, leadership)
2. Consult with the Executive Committee regarding significant changes to the content or structure of the website to ensure changes accurately represent SACES mission, vision, and goals
3. Submit annual plans and reports as designated in General Organizational Procedures

INTEREST NETWORKS (INs)

General Responsibilities and Charges

INs exist on the basis of shared professional interests consistent with vision, mission, and goals of SACES INs are authorized by the Executive Committee each year.

2016-2017 INs Included

1. Clinical Mental Health Counseling
2. College Counseling & Student Affairs
3. Distance/Online Counselor Education
4. Ethics and Professional Development
5. International Counseling
6. Multicultural Counseling
7. School Counseling
8. Service Learning
9. Social Justice and Human Rights
10. Supervision
11. Technology
12. Women's

Interest Network Composition

1. Chair(s) are appointed by President-Elect (in preparation for year as president) and are eligible for reappointment
2. IN members self-identify and affiliate

Operational Procedures

1. INs will meet during SACES regional conferences
2. Each year, INs are responsible for determining objectives and activities based on member interest
3. INs may request or be provided opportunities for sponsored sessions at SACES conference (TBD by conference committee)
4. Chairs must submit annual plans and reports as designated in General Organizational Procedures

GENERAL ORGANIZATIONAL PROCEDURES

SACES Bylaws include specific organization procedures including

1. Specification of fiscal year as 7/1 – 6/30
2. Requirement for annual meeting at SACES or national ACES Conference
3. General roles for officers
4. Budget planning procedures
5. Naming of standing committees
6. General purpose of Interest Networks
7. Membership and dues
8. Nominations and elections of officers
9. Bylaws amendments

The following pages including general operational procedures consistent with, but not specifically addressed in, SACES Bylaws including

1. Meeting Schedule
2. Committee & Interest Network Planning & Reporting
3. Expense Reports & Travel Reimbursement
4. General Organizational Timeline
5. Conference Timeline

MEETING SCHEDULE

The meeting schedules of the governmental units of the Association are as follows:

Executive Committee

- Meets at SACES or ACES conference each fall
- Meets for annual planning each winter
- Meets virtually each month throughout the year

Advisory Council of State Presidents

- Meets at SACES or ACES conference each fall

General Assembly

- Meets at SACES or ACES conference each fall
- Holds informational meeting at ACA conference each spring

COMMITTEE & INTEREST NETWORK PLANNING & REPORTING

The general schedules for Committee & Interest Networks are as follows

- 7/1 New Appointments Begin
- 8/1 Executive Committee Issues Charges and Request for Plan
- 9/1 Annual Plans Due
- 1/1 Midterm Reports Due
- 5/1 Final Reports and Transition Plans Due
- 6/1 Outgoing President Issues Final Report describing activities and progress toward SACES five goals

Specific reporting formats will be provided by the SACES President. Generally, these include

- Identification of chairs/members
- Committee Charge or IN Purpose
- Goals/objectives for the year
- Strategies/activities to achieve objectives
- Recommendations to the EC
- Necessary support

EXPENSE & TRAVEL REIMBURSEMENT

SACES officers, committee chairs, and other volunteers may receive reimbursement for approved expenses incurred while carrying out officer and committee tasks identified in this manual. To receive reimbursement for expenses incurred:

1. Contact SACES Treasurer and provide purpose of expense, documentation of expenses (e.g., receipts), and complete name and address for reimbursement
2. SACES treasurer will review, request clarification if necessary, and forward approved expenses to ACES Treasurer for reimbursement
3. ACES Treasurer will email completed expense report for approval signature to recipient and will copy SACES Treasurer on email
4. Recipient can expect check from ACA approximately 2 weeks after signing final paperwork

The following table includes typical reimbursement for travel to conduct SACES business. In special circumstances, the SACES Executive Committee may vote to reimburse travel differently.

Purpose	Who	Reimbursed
Executive Council Planning Meeting (January)	President, President-Elect, Past-President, Secretary, Treasurer, GSR	SACES reimburses all travel, lodging, and meeting costs
SACES Conference (October, even years)	President, President-Elect, Past-President, Secretary, Treasurer, GSR	SACES reimburses all travel and lodging (typically comped via contract) for full conference; registration is complimentary
SACES Conference (October, even years)	ACA President, ACES President, ACES Conference Coordinator, ACES GSR	Complimentary conference registration
ACES Conference (October, odd years)	President, President-Elect, Past-President, Secretary, Treasurer, GSR	SACES reimburses uncovered expenses up to \$500; ACES reimburses President and President-Elect for travel, lodging night(s) of meetings, and per diem for day(s) for meetings

ACA National Convention (March/April)	President, President-Elect	SACES reimburses uncovered experiences up to \$500; ACES reimburses President and President-Elect for travel, lodging night(s) of meetings, and per diem for day(s) for meetings
ACES Summer Governing Council Meeting (June)	Incoming President and President-Elect	ACES reimburses President and President-Elect for travel, lodging (double occupancy), and per diem
Conference Site Visit (initial in August two years before conference; follow up in November preceding conference)	TBD, generally President and President-Elect	SACES reimburses all travel and lodging

GENERAL ORGANIZATIONAL TIMELINE

DATE	ACTIVITY	RESPONSIBLE
7/1	Fiscal Year & New Appointments Begin	
7/1	Call for Nominations	Past-President / N&E Chair
7/1	Call for Research Grant Proposals	Past-President / Grant Chair
7/1	Call for Research Grant Reviewers	Past-President / Grant Chair
7/1	Call for Awards Nominations	Awards Chair
7/1	Submit annual conference budget to ACES	Treasurer
7/15	Awards Packets Due	Awards Chair
8/1	Charges issued to Committees and INs	President
8/1	Schedule/Plan Annual Planning Meeting	President
8/1	Summer Newsletter Released	Newsletter Editor(s)
8/1	Research Grant Proposals Due	Past-President / Grant Chair
8/15	Nominations Close	Past-President / N&E Chair
8/15	Slate Presented for EC Approval	Past-President / N&E Chair
8/15	Awards Reviews Complete / Rec to EC	Awards Chair
9/1	Annual Plans Due	Committee & IN Chairs
9/1	Elections Open	Past-President / N&E Chair
9/1	Research Grant Selections	Past-President / Grant Chair
9/1	Awards Announced	Awards Chair
9/30	Elections Close	Past-President / N&E Chair
October	Elections Announced	Past-President / N&E Chair
October	SACES OR ACES CONFERENCE	
10/1	Annual Plans Due	
11/1	Call for GSR	President
12/1	Fall Newsletter Released	Newsletter Editor(s)
12/1	GSR Applications Due	President
12/1	Request for Midterm Reports	President
1/1	Midterm Reports Due	Committee & IN Chairs
January	Annual Planning Meeting	Executive Committee
Mar/Apr	ACA CONFERENCE	
4/1	Request for Final Reports	President
4/1	Spring Newsletter Released	Newsletter Editor(s)
4/1	Draft annual operations budget for EC	Treasurer
5/1	Officer, Committee, and IN Reports Due	All Leaders

5/1	Call for leadership interest	Incoming President
5/1	Submit annual operations budget to ACES	Treasurer
5/15	Leadership interest due	Incoming President
June	ACA Governing Council Meeting	Incoming President, Pres-Elect
6/1	Call for Awards Reviewers	Awards Chair
6/15	Leadership appointments finalized	President-Elect
6/30	Post President's / Org Report	President
6/30	Post Treasurer's Report	Treasurer

DRAFT CONFERENCE TIMELINE (SEE CONFERENCE HANDBOOK)

DATE	ACTIVITY	RESPONSIBLE
12/1	Call for Conference Proposals	
12/1	Call for Proposal Reviewers	
1/1	Conference Budget	
2/1	Proposals Due	
2/15	Proposals Sent to Reviewers	
3/1	Proposal Reviews Due	
3/1	Call for conference committee chairs	
4/1	Committee Established	
4/1	Proposal Notifications	
6/1	Proposal Revisions	
6/1	Registration Opens	
7/1	Call for Emerging Leaders	
7/15	Early-Bird Registration	
8/1	Emerging Leaders Apps Due	
8/1	Career Connection Calls	
8/1	Conference Program Finalized	
8/1	F&B Due	
8/1	Call for on-site conference volunteers	
8/15	Emerging Leaders Selections	
9/1	Business Meeting Planned	
9/15	Regular Registration	
9/27	Last Day for Refunds	
	On-Site Registration	
11/1	Continuing Education Reports Due	
12/15	Continuing Education Certificates Sent	

SAMPLE: ANNUAL PLANS & REPORTS FORMAT

**SACES Interest Network or Committee
Annual Plan**

Interest Network or Committee	
Year	
IN or Committee Description	
Chair(s) w/ contact	

Annual Objectives	
Strategies/Activities to achieve objectives	
Support Needed from EC	
Questions for EC	

**SACES Interest Network or Committee
Annual Mid-Term or Final Report**

Interest Network or Committee	
Year	
IN or Committee Description	
Chair(s) w/ contact	
Names of members involved in Committee or IN	

Annual Objectives (copy from plan)	
Strategies/Activities to achieve objectives (actual to date)	
Strategies/Activities to achieve objectives (planned for remainder of year)	
Support Needed from EC	
Questions for EC	
Recommendations for next year (potential leaders, activities, changes)	

**SACES Officer
Annual Report**

Please describe your activities and accomplishments in the past year

Recommendations for future leadership

SACES PRESIDENTS

2007-2008	Kathy Evans, University of South Carolina
2008-2009	Gerard Lawson, Virginia Tech
2009-2010	Kelly Wester, University of North Carolina at Greensboro
2010-2011	Danica Hays, Old Dominion University
2011-2012	Jennifer Jordan, Winthrop University
2012-2013	Anneliese Singh, The University of Georgia
2013-2014	Heather Trepal, The University of Texas-San Antonio
2014-2015	Mary Hermann, Virginia Commonwealth University
2015-2016	Shawn Spurgeon, University of Tennessee
2016-2017	Melanie Iarussi, Auburn University
2017-2018	Casey Barrio Minton, University of Tennessee
2018-2019	Natoya Haskins, The College of William & Mary

SACES OFFICERS

YEAR	President-Elect	President	Past-President	Secretary	Treasurer
2006-2007	Kathy Evans			Gerard Lawson	
2007-2008	Gerard Lawson	Kathy Evans			
2008-2009	Kelly Wester	Gerard Lawson	Kathy Evans		
2009-2010	Danica Hays	Kelly Wester	Gerard Lawson		
2010-2011	Jennifer Jordan	Danica Hays	Kelly Wester		
2011-2012	Anneliese Singh	Jennifer Jordan	Danica Hays		
2012-2013	Heather Trepal	Anneliese Singh	Jennifer Jordan	Amanda LaGuardia	Don Locke
2013-2014	Mary Hermann	Heather Trepal	Anneliese Singh	Thelma Duffey	Don Locke
2014-2015	Shawn Spurgeon	Mary Hermann	Heather Trepal	Sejal Barden	Don Locke
2015-2016	Melanie Iarussi	Shawn Spurgeon	Mary Hermann	Natoya Haskins	Cheryl Wolf
2016-2017	Casey Barrio Minton	Melanie Iarussi	Shawn Spurgeon	Caroline Perjessy	Cheryl Wolf
2017-2018	Natoya Haskins	Casey Barrio Minton	Melanie Iarussi	Rabeena Alli	Cheryl Wolf